



## US EPA'S ELECTRONIC NOTICE OF INTENT (eNOI) SYSTEM Registering for eNOI

Owners/operators of vessels can apply for coverage under EPA's Vessel General Permit (VGP) via the eNOI system. If you are a first-time user, you must register to gain access to use eNOI and to review your permit information.

Registration is easy, and completed through EPA's Central Data Exchange (CDX), which provides a central log-in site to many of EPA's electronic systems.

After you complete the registration process, you will have access to EPA's eNOI system to apply for coverage, or view existing stormwater information.

To begin, go to the CDX home page at:  
[http://cdx.epa.gov/epa\\_home.asp](http://cdx.epa.gov/epa_home.asp)

### Things to Know About eNOI As You Register:

- Each Certifying Official must have his/her own account in eNOI
- NOI preparers can also have an account in eNOI. Consultants should register as "Staff" in eNOI.
- Each eNOI account holder must use a unique e-mail address, since the eNOI system identifies each user by his/her e-mail address.
- To change your eNOI role (e.g., Certifying Official and Staff), you must log-in to eNOI and make the change via your "Profile" on your eNOI home page. You cannot change your eNOI user role through the 'myCDX' page.

For questions specific to CDX Registration, please contact the CDX helpdesk at 888-890-1995 between the hours of 8:00 am and 6:00 pm (EST) or by E-mail to [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)

### STEP 1: Complete User and Organization Information

On the CDX home page, follow the links to register as a "new user."

Complete the "User Information" screen (pictured right). This is where you will set up your account username and password. You will also be asked to provide a secret question and answer for your account. If you have any issues with your account in the future you will be asked this question to verify that you are the account owner.

Click the 'Next' button.

Complete the "Organization Information" screen (pictured right). For the E-mail, you must enter an individual, unique e-mail address, as the eNOI system identifies each account by the individual e-mail address. DO NOT use a general organization e-mail address or an email address that is already associated with an existing CDX account.

CDX Registration: User Information

Use the TAB key to move from field to field. \* = REQUIRED FIELD

First Name: Mr. [text box] \*

Last Name: [text box] \* Suffix: -- [dropdown] \*

Please choose a user name and password-the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # . " ' or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

User Name: [text box] \*

(More than 7 characters; Don't use \$ # . " ' or @)

Password: [text box] \*

Re-enter Password: [text box] \*

(More than 7 characters w/1 number; Don't use \$ # . " ' or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question: [text box] \*

Secret Answer: [text box] \*

Next >>

You are in an encrypted secure session.

Web Desk: (888) 890-1995

CDX Registration: Organization Information

Use the TAB key to move from field to field. \* = REQUIRED FIELD

Organization Name: [text box] \*

Registrant's Work Mailing Address 1: [text box] \*

Registrant's Work Mailing Address 2: [text box] \*

City: [text box] \*

State/Province: Alabama [dropdown] \*

Zip/Postal Code: [text box] \*

Country: UNITED STATES [dropdown] \*

E-mail: [text box] \*

Phone Number: [text box] \* Ext.: [text box]

U.S. Canada & Caribbean Islands Phone Format: ###-###-####

International Phone Format: 011 + Country Code + City Code + Local Number

<sup>1</sup>As necessary.

Next >>

You are in an encrypted secure session.

Help Desk: (888) 890-1995

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Last updated on August 5, 2008

URL: <http://www.epa.gov/epahome/eaenotice.htm>

### STEP 2: Add Program and Program ID

On the next "Add Program" screen, select the radio button for: "Stormwater Notice of Intent (eNOI) (SWENOI)" from the list of EPA programs.

Click 'Next'.

On the "Add Program ID" screen (pictured right), enter the 2-letter state abbreviation in the "ID" text box. For international users, enter "DC" as your Program ID.

Click the "FINISHED" button.

CDX Registration: Add Program ID

Use the TAB key to move from field to field. \* = REQUIRED FIELD

Role: BOTH [dropdown]

Program ID Type: State [dropdown] ID: [text box] \*

Submission Method: WEBFORM [dropdown]

FINISHED

### STEP 3: Complete the CDX Registration

Click the "Finished" button at the bottom of the screen. This step will complete your CDX registration. You will then be brought to your "MyCDX" page (pictured right).

You can now continue from your MyCDX page to access the eNOI system, by choosing the link "[SWENOI: Stormwater eNOI](#)" at the bottom of the screen.

The first time you access eNOI, you will need to choose your eNOI User Role. On the "Select Role" screen (pictured right), choose one of the user roles.

- Choose the "Company/Organization Certifying Official" role if you are the corporate official authorized to certify the NOI form. If you are a Certifying Official, you will need to complete another set of security questions required for NOI submission for EPA.

Federal regulations require this application to be signed as follows:

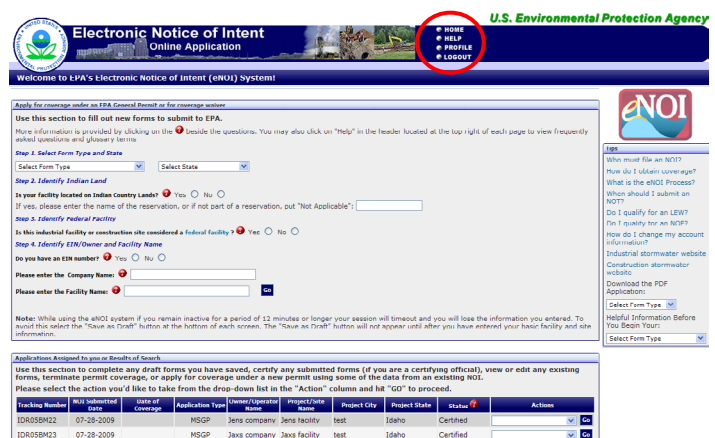
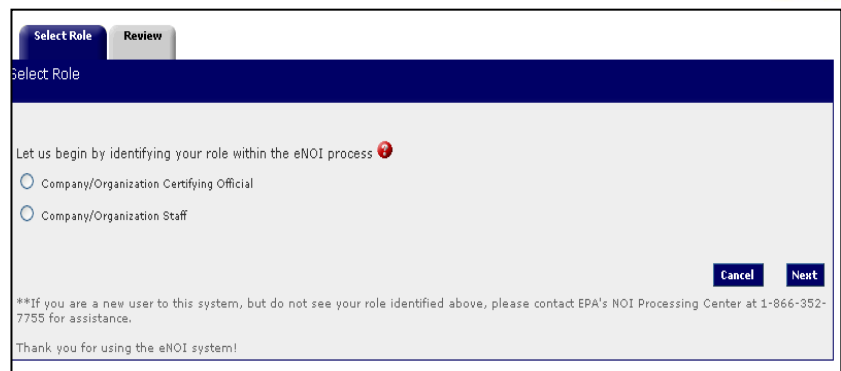
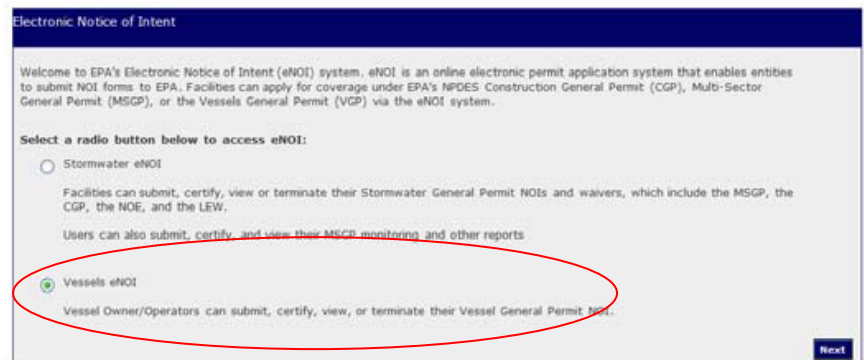
*For a corporation:* by a responsible corporate officer, which means: (i) president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

*For a partnership or sole proprietorship:* by a general partner or the proprietor; or

*For a municipal, State, Federal, or other public facility:* by either a principal executive or ranking elected official.

- Choose "Company/Organization Staff" role if you are responsible for preparing the documents and reports required under the permit for submission by the Certifying Official.

The next time you login, you will be directed to your eNOI page (pictured right), where you can start a new application or report, or view current documents awaiting for your review. You may also at any time change your eNOI User Role by selecting "Profile" at the upper right side of the tool bar.



If you have questions about the eNOI system, please contact the EPA's NOI Processing Center using one of the following options:

- By Telephone: Person-to-person telephone support is available from 8:00 am to 5:00 pm (EST). Call our toll-free line at 866-352-7755.
- By Webform: Fill out the online form at [www.epa.gov/npdes/noicontact](http://www.epa.gov/npdes/noicontact)
- By E-mail: Send an e-mail to NOI Center staff at [noi@avanticorporation.com](mailto:noi@avanticorporation.com)

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